



United States  
Department of  
Agriculture

Food and  
Consumer  
Service

Mountain  
Plains  
Region

1244 Speer Boulevard  
Denver, CO  
80204-2581

Reply to  
Attn of: SFSP-450

MAR 11 2002

Subject: Summer Food Service Program (SFSP)—Exceptions to  
Approving Sponsors Prior to Program Operations

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas,  
(Special Nutrition Programs) Missouri DH, Montana OPI,  
Nebraska, North Dakota,  
South Dakota, Utah and  
Wyoming

Section 225.9(d) explains that SFSP sponsors are not eligible for reimbursement until an agreement has been executed with the State Agency (SA) and the sponsor has received written notification of site approval from the SA. This memorandum explains the process for SAs requesting reimbursement for SFSP sponsors whose applications were not approved prior to the beginning of their meal service operations

With approval from our office, SAs may reimburse sponsors for meals served prior to the date of approval when extenuating circumstances have delayed approval of the sponsor's application. For example, approval could be delayed beyond a sponsor's start date because the SA experiences a backlog of applications in the week prior to June 15 (or the SA established application deadline). Approval could also be delayed due to the time needed for a State to review additional information it requests from a sponsor (e.g., a description of the sponsor's proposed service area).

In making a request, the SA should provide our office with the following information for each situation:

- the date an application was submitted by the sponsor;
- the State's deadline for applications;
- the date of SA approval;
- the period for which retroactive reimbursement is being requested (not to exceed 30 calendar days prior to approval);

- the number of sites and estimated number of meals affected;
- the reason that SA approval was delayed; and
- an assurance that all Program requirements, including training, monitoring, record keeping, and meal pattern requirements, have been met for the period of reimbursement being requested.

This memorandum is intended to address unusual cases in which a sponsor submitted a timely application but approval was unavoidably delayed by the SA. It is not intended to address situations in which applications were submitted after the beginning of meal service operations. Finally, any sponsor that provides meal service prior to having an approved agreement with the State does so at its own risk. There is no guarantee that reimbursement will be provided.

If you have questions about this memorandum, please contact my staff at (303) 844-0359.

Original Signed By  
Brian Allison

BRIAN ALLISON  
Acting Regional Director  
Special Nutrition Programs